



## REQUEST FOR PROPOSALS

# Rockhaven

Release Date: 3.17.16

The City of Glendale ("City") invites qualified firms to submit a development plan for a Medical/Mental-Health Related Facility, a Boutique Lifestyle Commercial Center, and/or Other Development/Public Park for the City-owned Rockhaven Site ("Site"), located at 2713 Honolulu Avenue, Montrose, CA, 91020. Proposals must be submitted in accordance with all requirements of this Request for Proposals (RFP). Any questions regarding this request for proposals should be directed to:

**Amended 7/27/16**

Please note this RFP has been updated to reflect a new deadline submission date. The new submission deadline is 5:00 pm on Thursday, August 11, 2016.

**JENNIFER MCLAIN**

PRINCIPAL ECONOMIC DEVELOPMENT OFFICER  
GLENDALE ECONOMIC DEVELOPMENT CORPORATION  
633 EAST BROADWAY, SUITE 201  
GLENDALE, CALIFORNIA 91206  
PHONE 818.548.2005  
EMAIL: [JEMCLAIN@GLENDALECA.GOV](mailto:JEMCLAIN@GLENDALECA.GOV)



## NOTICE OF PROHIBITION OF COMMUNICATION WITH, AND GIFTS OR GRATUITIES TO, THE CITY AND OTHERS

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1.0 After the Proposal Deadline, and continuing until the City awards the last contract, if any:

1.1 Glendale City Council members and City employees involved in the RFP process will not hold any meetings, conferences, or discussions with any Proposer, except as this RFP allows; and

1.2 A Proposer must not communicate, in any manner, with the individuals listed in Paragraph 1.1, unless authorized by the City. Proposers and their representatives are not prohibited, however, from making oral statements or presentations in public to one or more representatives of the City during a public meeting. In addition, Proposers may write to the City Council as a whole once the staff recommendations are made in anticipation of a public meeting.

1.3 From the date of the report to Council recommending the initiation of the issuance of this RFP, to the date on which the City awards a contract, if any, a Proposer must not directly or indirectly give, furnish, donate, or promise any money, compensation, gift, gratuity, or anything of value to the individuals listed in Paragraph 1.1, for the purpose of, or which has the effect of:

1.3.1 Securing or establishing an advantage over other Proposers;

1.3.2 Securing or recommending the selection of the Proposer's Proposal; or

1.3.3 Securing or recommending the Contract's award to the Proposer.

1.3.4 Violations of Paragraphs 1.2, or Paragraph 1.3, or both, will constitute grounds for rejection.

## INTRODUCTION

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The City of Glendale invites qualified firms to submit a proposal for development of a Medical/Mental-Health Related Facility, Boutique Lifestyle Commercial Center, or Other Development/Public Park at City-owned property located at 2713 Honolulu Avenue, Montrose, CA, 91020, commonly referred to as Rockhaven (the "Site"). Proposals must be submitted in accordance with all requirements of this RFP. All proposers are on notice that the City reserves the right to amend, modify or cancel this RFP process at any time within its sole and absolute discretion. Further, proposers are advised that no lobbying of any elected officials is permitted during the RFP process. Submissions in response to this RFP from any proposer that has lobbied any City elected officials during this RFP process will be disqualified.

### SITE HISTORY

Rockhaven is a rare surviving example of an institutional typology that once flourished in the Crescenta Valley. With its clean air and drinking water and mountainous views, the area provided an apt setting for health-seekers migrating westward in the early decades of the twentieth century. By 1928, there were as many as 25 sanitariums (mainly sheltering those suffering from lung ailments) in the Crescenta Valley.

Agnes M. Richards founded Rockhaven Sanitarium in 1923 after many years working as a nurse in state-run hospitals in Chicago and Los Angeles. She was discouraged by the way female patients were treated, believing that a “homelike” setting was more conducive to treatment than the institutional settings of larger facilities. Rockhaven was opened as a women-only facility and was one of the first private mental health institutions in California.

Rockhaven Sanitarium began with a single building, a two-story Craftsman-style “Rockhouse” that remained the centerpiece of the property until its demolition following damage in the 1971 Sylmar earthquake. Over time, Richards acquired neighboring Craftsman homes and incorporated them into the facility. As the property expanded, additional buildings were built in the Spanish Colonial Revival style. Each structure maintained a domestic scale, serving as either patient bedrooms and living rooms or as living quarters for staff. A central kitchen and dining room served all patients. Outdoor spaces, connected by winding pathways and featuring mature oak trees and lushly landscaped planting beds were important to Richard’s vision for humane patient care and remain important parts of the historic setting. Large portions of the Site at the northwest and southwest of the property were never developed.

With massive suburban development in the area in the postwar years and the replacement of the clean air with smog, most health facilities closed down and were demolished. Rockhaven, however, continued to operate at its original location, providing geriatric care in the latter part of the twentieth century. The facility closed in 2005.

### CITY INVOLVEMENT

In April 2008, the City acquired the Rockhaven Site for \$8.25 million. The City acquired it to (1) Protect the historic nature of the Site, and (2) Preserve the Site, or portions of it, as public community space. The slow economic recovery since the City’s acquisition of Site and the State’s elimination of redevelopment has made eventual development of the Rockhaven Site challenging. The City’s ability to wholly finance development of the Site as a capital improvement project has been severely curtailed. However, the City has generally maintained the Site improvements by: hand watering and pruning vegetation, cleaning debris, trimming trees, inspecting for termites, tarping roofs, improving perimeter security fencing, installing a backflow prevention device and above-ground irrigation pipes, and upgrading some electrical. The City has also made some renovations to the caretaker’s house.

Due to the City’s continued budget constraints, it is doubtful that the City can fund its Capital Improvement Program with sufficient resources to rehabilitate or adaptively reuse the Site

anytime in the near future. Consequently, in April 2014, the City Council authorized the issuance of a Request for Qualifications (“RFQ”) to identify a qualified developer(s) able to introduce a suitable type of limited, but focused new development of the Site that also preserves the structures and provides the Site and open space (or portions of it) to the community for public use. In addition, a community advisory committee was formed consisting of members of the Glendale Historical Society, the Crescent Valley Historical Societies, Friends of Rockhaven and a few at-large community members from the immediate area.

The RFQ was distributed to over 200 individuals/companies. Ten RFQ submittals were received. RFQ responses consisted of one (1) institutional use developer, and nine (9) housing use developers proposing projects that range in size from 44 to 150 units with programming for seniors, families, special needs, artists, and veterans.

City staff evaluated the RFQ submittals and banded them into groupings for review by the advisory committee. Unfortunately, the committee was unable to come to consensus on any specific use or developer and, the RFQ process was discontinued in September 2014.

Since 2014, the City continued to receive development interest. This interest focused on three general concepts: Medical/Mental Health-use to return the site to its original use; small, boutique retail with generous open space and ancillary, low-density housing; and Other Development/Public Park, which would see the western portion of the site developed, and preserve the buildings on the eastern portion for use as a park. Because maintenance costs for Rockhaven continue to rise, and because the development community has expressed a continuing interest in Rockhaven, and a continued desire by the City Council to preserve the buildings while providing a new amenity to the area, on February 23, 2016 the City Council directed City staff to move forward with a RFP process for the development concepts focused on a Medical/Mental-Health Related Facility, Boutique Lifestyle Commercial Center development. On June 14, 2016, the City Council extended the scope of this Request for Proposals to allow for any development scenario, referred to later in this document as “Other Development/Public Park.”

## **DEVELOPMENT CONTEXT**

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### **CITY OVERVIEW**

The City of Glendale was incorporated on February 16, 1906. The City encompasses approximately 30.6 square miles with a current population of approximately 191,719. Over the last 100 years, the City has grown from a small community at the edge of Los Angeles into a dynamic cosmopolitan City as diverse in its culture as it is in opportunities. Today, Glendale is the fourth largest city in Los Angeles County and is surrounded by Southern California’s leading commercial districts including Los Angeles, Pasadena, Hollywood, and Universal City.

## **NORTH GLENDALE**

The City's growth management strategy is intended to limit the impacts of new development on existing neighborhoods and hillsides. As part of this strategy the City has purchased expansive parcels in the mountains for dedicated open space, has adopted one of the more vigorous hillside ordinances in the region, and has down-zoned many of the multi-family neighborhoods over the past two decades. In contrast, the transit-oriented districts along San Fernando Road and the downtown core, where growth can best be managed, allow for extensive redevelopment through mixed-use zoning provided for in the Downtown Specific Plan (as can be seen in the current construction boom in these areas). Thus while the downtown is considered an area of transformation, for the majority of the city's residential neighborhoods, the current character is to be maintained. This is especially true in North Glendale, where transit infrastructure is limited, and the North Glendale Community Plan is largely a low-growth policy document.

## **CRESCENTA VALLEY**

The Rockhaven Site lies within the Crescenta Valley, which is clearly defined by the San Gabriel and Verdugo Mountains. Historically unified under the Spanish-era Rancho La Canada land grant, the Crescenta Valley was divided politically with the annexation of North Glendale (1950s) and the incorporation of La Canada Flintridge (1976). Although administered today by four different jurisdictions (City of Los Angeles, City of Glendale, Los Angeles County and La Canada Flintridge), the Crescenta Valley is perceived by many residents as a single coherent and distinct place or "town." Various neighborhood associations and community groups in the area all claim Crescenta Valley residents as their constituents, and the County-funded Town Council occasionally takes positions on matters in North Glendale. In summer 2008, members of the Crescenta Valley Town Council requested that the City of Glendale revisit its planning policies, guidelines and zoning standards as necessary to promote a single identity for the Crescenta Valley, which resulted in the adoption of the North Glendale Community Plan in 2012.

## **NORTH GLENDALE COMMUNITY PLAN**

The North Glendale Community Plan shifts the focus of planning practice from zoning to community based policy. The Community Plan sets comprehensive policies and also serves as the main tool for regulating land use in neighborhoods. What makes the North Glendale Community Plan unique is that it transforms separate General Plan Elements into easily understood lot-by-lot development standards and guidelines based on community vision. The North Glendale Community Plan project incorporates all the tools necessary for immediate implementation. Adoption of the Community Plan included:

- Amendments to four General Plan Elements (Land Use, Circulation, Recreation and Historic Preservation)
- Zoning amendments to create a new Commercial Hillside Zone and Fence Overlay District, and rezoning of commercial properties on Foothill Boulevard in North Glendale.
- North Glendale Community Plan Historic Context (Appendix A).
- Citywide Comprehensive Design Guidelines were developed and adopted to work in tandem with community plan neighborhood descriptions.

### **MONTROSE SHOPPING PARK AND SPARR HEIGHTS BUSINESS DISTRICT**

The immediate area around the Rockhaven Site is served by the Montrose Shopping Park to the east, and Sparr Heights Business Districts to the southeast. While the two are fairly close together, they are distinct and separate districts.

The Montrose Shopping Park (“Montrose”) is a special district within the City, with a unique zoning designation and an active Business Improvement District. Montrose predominantly contains community serving retail and restaurants. Many businesses have been in the park for decades and enjoy a long-term clientele. Montrose is served by City public parking facilities. Montrose is popular among area residents for its convenience, its pedestrian friendly design, its relaxed pace, and the sense that shop owners are well integrated into the community.

The Sparr Heights commercial district is located just south of the Montrose Shopping Park along and between Ocean View Boulevard and Verdugo Road continuing to the south to La Crescenta Ave. The mix of businesses in Sparr Heights is oriented more towards commercial services, with fewer restaurants and retail shops, and lacks communal parking facilities.

### **VERDUGO CITY**

The Rockhaven Site is within the neighborhood of Verdugo City, approximately 1 mile west of the Montrose Shopping Park. Verdugo City features a mixture of single- and multi-family residential areas served by commercial districts of neighborhood shopping, services, restaurants, professional offices, and community services on Honolulu Avenue between Orangedale Avenue to Ramsdell Avenue.

Once a vibrant community center that began in 1925 at the intersection of Honolulu and La Crescenta Avenues, Verdugo City is expected to slowly grow into a more vital village center under the North Glendale Community Plan.

### **HISTORIC STATUS**

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Rockhaven appears to be eligible for the Glendale register of historic places and the National Register of Historic Places. As of April 18, it has been added to the State Historical Resources Commission state register of historic places. The action also resulted in being forwarded to the Keeper of the National Register for review. Should the Keeper approve it, Rockhaven will be formally listed in the National Register of Historic Places. The City of Glendale is committed to ensuring that any development will maintain the Site’s historic character and integrity and be performed in accordance with the *Secretary of the Interior’s Standards for Rehabilitation*.



A project will ideally retain all of the buildings identified as having high historic and architectural integrity. Some limited alterations and/or new construction in the historic campus area at the east of the Site could be considered if the work does not jeopardize the Site's ongoing eligibility for designation. New development proposed for the western portion of the Site should complement and work with any preservation of the eastern portion (see Fig. 1 below). The City has committed that upon completion of any project on the property, the historic Rockhaven campus will be nominated for listing on the Glendale Register. This designation would not necessarily include the newly-developed portions of the Site.



**Figure 1: Rockhaven Assessment Diagram**

The "Rockhaven Assessment Diagram" above (Figure 1) indicates the portions of the Site considered as the "historic campus" and those that do not contain any significant buildings or landscaping. The large areas of vacant land are identified as potential sites for higher-density new development (approximately 1.2 acres). The historic campus contains structures of high historic and/or architectural integrity (C, D, E, F, G, H, I, J, K, M, and N).

Most of the areas between these buildings, consisting of gardens, courtyards, walkways, and landscape planters, are identified as "cultural landscapes" that would be rehabilitated and/or enhanced by a project on the Site. All mature oak and sycamore trees on the Site are also protected by the City and must be accommodated by any project.

The entry gate at the south and the portions of remaining stone walls at the north and east are also historically significant. Three buildings (A, B, and L) are identified as having low historic and/or architectural integrity and their demolition or alteration should not affect the Site's

eligibility for designation. The area identified as “GWP” contains a well site not developable at this time.

## PROJECT SCOPE

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The City of Glendale seeks a consultant to develop and deliver a development proposal for Rockhaven as a Medical Treatment Center, Boutique Lifestyle Commercial Center or Other Development/Public Park, defined as follows:

1. **Medical/Mental-Health Related Facility:** A medical-related center concept such as a mental health care facility would reestablish the historic use associated with Rockhaven. This use would be most reminiscent and consistent with the original property use. Types of uses might include treatment centers, in-patient care facilities, assisted living and behavioral rehabilitation centers.
2. **Boutique Lifestyle Commercial Centers:** A boutique lifestyle commercial center would include low-density elements of shopping, dining and living. This concept envisions a mix of independent tenants, including service and retail options, which would fit in with the surrounding neighborhood. It would allow for the preservation and restoration of the resources on Site, and it would be open and accessible to the public. Low density housing or other new development could be accommodated on the western portion of the site labeled Vacant Parcels in the Rockhaven Assessment Diagram above.
3. **Other Development/Public Park:** This scenario allows for any type of development on the vacant, western portion of the property, and calls for the preservation of the eastern side of the property for use as a public park. Preservation elements of the eastern side of the property would include rehabilitation of the historic buildings and ADA upgrades. It would allow for the preservation and restoration of the resources on Site, and the eastern side would be open and accessible to the public.

The purpose of the proposal is to enter into an Exclusive Negotiating Agreement (ENA) with a qualified developer who can deliver on the development of a Medical/Mental Health-Related Facility, Boutique Lifestyle Commercial Development Center or Other Development/Public Park. During this ENA period, the selected developer is expected to have access to the Site to conduct due diligence, conduct community outreach and negotiate a disposition and development agreements with the City.

The successful proposer will be qualified and experienced in adaptive reuse, historic preservation, real estate development, property maintenance and operations, adaptive reuse with medical facilities, lifestyles centers, or other development/public park, and be the most qualified proposal in each of the following categories:

- Dedication to Preservation
- Creation of Open Space/Accessibility
- Experience of Developer
- Compatibility with Neighborhood
- Return on Investment
- Use for Community Groups



Evaluation of the proposals will be based upon the following selection criteria. The possible point totals available for each of the criteria are maximum point total amounts; during the evaluation process a lesser number of points than the maximum possible may be assigned during the RFP evaluation process.

### DEDICATION TO PRESERVATION

Possible Points: 30

Description: Rockhaven is comprised of 14 buildings and a gate feature situated in a rich and fully integrated landscape. Rockhaven appears likely to be eligible for the Glendale, and is now on the California Registers of Historic Resources. It may also be eligible for the National Register of Historic Places. Points will be assigned as follows:

- One (1) point assigned per each building, and southern gate feature, that can be restored. Total points possible: 15.
- Up to five (5) points for developer's ability and stated strategy to obtain historic designations.
- Up to five (5) points for developer's proposal to restore and enhance historic/cultural landscape.
- Up to five (5) points for developer's proposal to further enhance and incorporate historic elements and context throughout the buildings' programming.

### CREATION OF OPEN SPACE/ACCESSIBILITY

Possible Points: 30

Description: A total of up to 30 points will be assigned as follows for elements of accessibility to the public:

- Up to fifteen (15) points for design of open space, which open space might include gardens, courtyards, walkways, landscape planters and gardens. Emphasis on the level of public access will be evaluated as part of the design. NOTE: all mature oaks and sycamores on the Site are protected by the City and must be accommodated by any project unless otherwise agreed to by the City.
- Up to fifteen (15) points for other features that would encourage some level of historic interaction or programming of the restored buildings. A "patron" means someone from the general public. The possible points will break down as follows:
  - Up to five (5) points will be awarded if a patron can visually see the buildings from the outside.
  - Up to five (5) points will be awarded if a patron can enter and use the buildings as a patron of a medical/commercial/public tenant.
  - Up to five (5) points will be awarded if a patron can enter the buildings with some level of historic interaction or programming.

## **DEVELOPER EXPERIENCE**

Possible Points: 25

Description: Background knowledge and development experience on similar design projects, including successful tenant mix, will be evaluated. References will also be a component upon evaluation of previous experience. A maximum total of 25 points will be allocated as follows:

- Up to five (5) points for general development experience.
- Up to five (5) points for operational experience, including tenant mix.
- Up to five (5) points for experience with historic preservation.
- Up to five (5) points for experience in adaptive reuse.
- Up to five (5) points for experience in adaptive reuse with medical facilities, lifestyle centers, or other development/public park.

## **COMPATIBILITY WITH NEIGHBORHOOD**

Possible Points: 20

Description: Compatibility with existing businesses, residents, zoning and programming. A maximum total of 20 points will be assigned as follows:

- Up to ten (10) points for Compatibility with Zoning, Allowable Densities and other planning components as detailed in the North Glendale Community Plan.
- Up to ten (10) points for how well the programming of the proposal matches the concept(s) defined in the RFP. Recognizing that “compatibility” may be viewed as subjective and predicated on desires of the community, proposals will be judged on their consistency with the City Council’s stated goal of benefiting and not detracting from the quality of life in Montrose and Sparr Heights. NOTE: Proposals that do not contain the required elements (i.e. Lifestyle Center, Medical Use, or Other Development/Public Park) will be disqualified.

## **RETURN ON INVESTMENT**

Possible Points: 10

Description: This criterion awards more points to the developer whose offer most closely matches the City’s original purchase price of \$8.25 million. Offer prices between

- \$1 million to \$2.99 million (up to 3 points)
- \$3 million to \$5.99 million (up to 6 points)
- \$6 million and up (up to 10 points)

## **USE FOR COMMUNITY GROUPS**

Possible Points: 5

Description: An element of the design shall allow community groups to utilize the restored Rockhaven buildings and grounds. Points will be assigned as follows:

- Up to five (5) points to be assigned for proposed design, space and hours available for use by community groups.

Submittals should include, at a minimum, the following information and follow this general outline.

**1. Cover Letter**

An overall introduction to the submittal that is signed by an individual authorized to bind the proposing entity. The cover letter should contain a statement to the effect that the submittal is a firm offer for a 60-day (or more) period.

**2. Executive Summary**

This section should demonstrate the Proposer's knowledge and understanding of the project. It should also highlight the intended deliverables and proposed strategy to achieve key milestones.

**3. Development Concept**

This section shall include 1) Statement describing the proposal, 2) Conceptual Site Plan, and 3) Conceptual Renderings, illustrating the type of development (Medical/Mental-Health Related Facility, Boutique Lifestyle Commercial Center, or Other Development/Public Park) that is being proposed, and how it meets the goal of this RFP, specifically:

- Dedication to Preservation
- Creation of Open Space/Accessibility
- Compatibility with Neighborhood
- Use for Community Groups

**4. Program Approach**

Provide a detailed description of how the objectives outlined in the Project Scope section will be achieved. Include tasks, methodologies and a description of City/stakeholder's involvement in the process.

**5. Prior Experience and References**

A concise description of the Proposer's qualifications and experience to demonstrate that it has the resources and experience necessary to effectively meet the requirements of this RFP, including:

- a. Development experience, including all major projects in which the applicant has been involved;
- b. Description of operation experience, including tenant mix;
- c. Description of applicant experience in new construction and the rehabilitation and adaptive re-use of properties, including specific references to past projects;
- d. Description of applicant experience of adaptive reuse with medical facilities, lifestyle centers or other development/public park;

- e. Description of key individuals on the development team, their background experience and their role and responsibility during the project;
  - f. Description of applicant's experience working in the City of Glendale, if any; and,
  - g. Applicant's references.
6. **Project Pro Forma**  
Proposals shall include a preliminary project pro forma.
7. **Time Line**  
Proposers shall provide an estimated-schedule showing the expected sequence of tasks and subtasks, with important milestones noted.
8. **Conflict of Interest Declaration**  
Developer must complete and submit a Conflict of Interest Declaration attached to this RFP as Exhibit 3.

## SELECTION PROCESS

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The proposals received in response to this RFP will be screened by a selection committee. Primary consideration will be given to technical competence and experience as demonstrated in the proposal.

One tour of the Site has been scheduled during the timeframe of this RFP for those developers interested in attending. The Site tour has been scheduled for Thursday, March 31, 2016, from 9 AM to 11 AM. **Developers are encouraged to RSVP for the Site tours by calling (818) 548-2005.** While attendance is not mandatory, it is recommended. Developers may attend at any point during the Site tour timeframe, however, a short presentation and Q&A is scheduled beginning at 9 AM.

**4/22/16 AMENDMENT:** Please note an additional site tour has been scheduled for Thursday, May 12 from 9 AM to 10:30 AM.

**6/15/16 AMENDMENT:** Please note an additional site tour has been scheduled for Thursday, June 30 from 9 AM to 11 AM. Attendees are encouraged to RSVP by calling (818)548-2005, or by emailing [jemclain@glendaleca.gov](mailto:jemclain@glendaleca.gov).

## SUBMISSION REQUIREMENTS

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Interested individuals or firms must submit a concise written proposal generally following the presented outline. Individuals or firms desiring to respond shall submit proposals in sufficient detail to allow for a thorough evaluation and comparative analysis. Proposers must submit four (4) complete copies of their proposal; one copy should be unbound and suitable for reproduction.

**Proposals must be received, not just postmarked, by the City of Glendale no later than 5:00 PM on Thursday, August 11, 2016.**

Proposals shall be addressed and delivered to:

City of Glendale  
633 East Broadway, Suite 201  
Glendale, CA 91206  
Attn: Jennifer McLain, Principal Economic Development Officer

## ACCEPTANCE OF SUBMITTALS

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At its sole discretion, the City may, for any reason, reject any and all submittals. The City may reject incomplete submittals or those lacking adequate information to allow effective evaluation of the submittal.

In addition to the written proposal submission, each qualified firm may be asked to make an oral presentation and be interviewed by a selection committee. Any oral interviews will be arranged with the individual identified in your proposal to receive notices.

The selected Developer will be required to satisfy the City's insurance requirements, which will include providing certificates of coverage and endorsements.

## NOTICE REGARDING DISCLOSURE OF CONTENTS OF DOCUMENT

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All responses to this Request for Proposals ("RFP") accepted by the City shall become the exclusive property of the City. Responses to this RFP shall remain exempt from public disclosure until negotiations with the winning proposer are complete. Therefore, all proposals accepted by the City shall become a matter of public record, with the exception of those elements of each proposal which are business or trade secrets and are plainly marked as "Trade Secret", "Confidential" or "Proprietary". Each element of a proposal which a developer desires to be non-disclosable as a public record must be clearly marked as set forth above. Blanket statements or non-specific designations of Trade Secret, Confidential or Proprietary information are not sufficient to protect documents submitted in response to this RFP from public disclosure, and such blanket statements or non-specific designations of Trade Secret, Confidential or Proprietary information shall not bind the City in any way whatsoever. If disclosure of responses to this RFP is required or permitted under the California Public Records Act or otherwise by law, the City shall not in any way be liable or responsible for the disclosure of any such records or part thereof.

## EXHIBITS

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- Exhibit 1 – Site Plan
- Exhibit 2 – Link to [North Glendale Community Plan](#)
- Exhibit 3 – Conflict of Interest Form





## Exhibit 2: North Glendale Community Plan

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The North Glendale Community Plan can be found online at:

<http://www.ci.glendale.ca.us/planning/northglendalecommunityplan.asp>



**City of Glendale  
Disclosure - Campaign Finance Ordinance  
Applicants Seeking Entitlement**

Submit to Permit Services Center, 633 E. Broadway, Rm. 101.  
For more information, call 818-548-3200.

**(To be Completed Prior to Preparation of Staff Reports for Consideration of Entitlement Matter by Council, Agency, or Authority, or at Time of Appeal to the City Council if the Applicant is also the Appellant)**

In August 2011, the Glendale City Council adopted Ordinance No. 5744, which becomes effective on September 9, 2011 ("Ordinance"). The Ordinance prohibits campaign contributions from "applicants seeking entitlement," their contractors and subcontractors (including their architects, engineers, and design professionals) while the application is "pending" and for 12 months thereafter. The Ordinance also prohibits Council Members from voting on any matter pertaining to an entitlement if the Council member has received a campaign contribution from the applicant seeking the entitlement, or certain contractors or subcontractors of the applicant, within the 12-month period preceding the vote.

**The Applicant and the Owner/Lessor hereby discloses as follows.**

*(If printing, please print legibly. Use additional sheets as necessary.)*

**I. Name of Applicant and Name of Owner/Lessor on whose behalf application is filed:**

Full Name	Title	Business Address	City	State	Zip

**II. Officers or owners/investors of Applicant Entity.** Please also disclose the following persons or entities related to the applicant entity: CEO/President, Chairperson, Chief Operations Officer, Chief Financial Officer, any member of the Board of Directors, and any individual or entity that owns 10% or more the contractor of applicant seeking entitlement, as well as any campaign +

Full Name	Title	Business Address	City	State	Zip

**III. Contractor of Applicant(s) Seeking Entitlement\***

Full Name	Title	Business Address	City	State	Zip

\* "Contractor of Applicant Seeking Entitlement" means "a person who has, or has been promised, a contract as an architect, design professional, engineer, or general or prime contract with an applicant seeking entitlement. "Contractor of applicant seeking entitlement," includes not only the contracting party but also the CEO/President, Chairperson, Chief Operations Officer, Chief Financial Officer, any member of the Board of Directors, and any individual or entity that owns 10% or more the contractor of applicant seeking entitlement, as well as any campaign committee that is sponsored and controlled by the contracting party. Please list the names and addresses of all of these parties.

**IV. Subcontractor of Applicant(s) Seeking Entitlement\*\***

Full Name	Title	Business Address	City	State	Zip

\*\* "Subcontractor of Applicant Seeking Entitlement" means "a person who has, or has been promised, a subcontract as an architect, design professional, engineer, or perform other work with a contractor an applicant seeking entitlement."

"Subcontractor of applicant seeking entitlement," includes not only the subcontracting party, but also the CEO/President, Chairperson, Chief Operations Officer, Chief Financial Officer, any member of the Board of Directors, and any individual or entity that owns 10% or more the subcontractor of applicant seeking entitlement, as well as any campaign committee that is sponsored and controlled by the subcontracting party. Please list the name and addresses of all of these parties.

**V. Disclosure. The Applicant Seeking Entitlement has made campaign or officeholder contributions in the preceding 12 months to City of Glendale elected officials as follows:**

Elected Official	Name of Individual or Entity	Date of Contribution

I hereby certify, on behalf of the above-named applicant(s) and owner(s)/lessor(s), that the applicant seeking entitlement has made the campaign contributions as set forth above. I also certify that the names of all contractors of applicant and all subcontractors of applicant, as of today's date, are fully set forth above. I further acknowledge that the applicant has a continuing obligation to update this disclosure form if the applicant selects additional or substitute architects, design professionals, contractors or subcontractors within ten (10) days of the selection or change. I hereby certify that I have been legally authorized by the applicant/owner/lessor to submit this disclosure form and certify to the content hereof.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_ at \_\_\_\_\_, California

Applicant's Signature \_\_\_\_\_, Print Applicant's Full Name \_\_\_\_\_

Applicant's Address \_\_\_\_\_

Applicant's Contact Phone Number \_\_\_\_\_

Applicant's Email Address \_\_\_\_\_



## **ACKNOWLEDGMENT OF RECEIPT OF CAMPAIGN FINANCE DISCLOSURE**

**(To Be Submitted at Time of Application Submittal)**

**Submit to Permit Services Center, 633 E. Broadway, Rm. 101. For more  
information call 818-548-3200.**

PROPERTY ADDRESS: \_\_\_\_\_

ENTITLEMENTS REQUESTED: \_\_\_\_\_

I hereby acknowledge, on behalf of the applicant(s) and owner(s)/lessor(s) for the project above, that the applicant seeking entitlement has received the campaign finance disclosure forms related to applicants seeking entitlement before the City Council, Redevelopment Agency and Housing Authority. I acknowledge it is the applicant's responsibility to review the requirements of the City's campaign finance ordinance, including its disclosure obligations and its applicability to the applicant and its contractors and subcontractors, which include architects, engineers, design professionals, prime or general contractors, and subcontractors retained by the applicant at the time the application is pending before the Council, Redevelopment Agency or Housing Authority.

Executed on \_\_\_\_\_ at \_\_\_\_\_, California

Applicant's Signature \_\_\_\_\_,

Print Applicant's Full Name \_\_\_\_\_